

# **MINUTES OF MEETING**

**RHODE ISLAND AIRPORT CORPORATION**

**OPERATIONS AND CAPITAL COMMITTEE**

**WEDNESDAY, APRIL 21, 2010, AT 3:00 P.M.**

**IN THE MARY BRENNAN BOARD ROOM,**

**T. F. GREEN AIRPORT**

**2000 POST ROAD, WARWICK, RHODE ISLAND**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James C. Forte, at 3:00 p.m., in the Mary Brennan Board Room at T. F. Green Airport, 2000 Post Road, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**COMMITTEE MEMBERS PRESENT: James C. Forte; Joseph Cianciolo (alternate); Don Pillsbury (Ex-Officio).**

**COMMITTEE MEMBERS ABSENT: Michael Traficante; Robert D. Sangster.**

**BOARD MEMBERS PRESENT: Kathleen C. Hittner, M.D; Russell Hahn.**

**ALSO PRESENT: Kevin A. Dillon, A.A.E., President and CEO; and those listed on the attendance sheet attached hereto.**

## **1. Approval of the Minutes:**

**Mr. Cianciolo moved that the minutes of the Operations and Capital Committee Meeting of February 17, 2010 be approved. Mr. Forte seconded the motion. The motion was passed unanimously.**

**Mr. Forte reported he had recently signed two Change Orders:**

<b>Company</b>	<b>Project</b>	<b>Description</b>	<b>Cost</b>
<b>Jacobs PVD</b>	<b>Intermodal</b>	<b>Provide a Warrant Analysis Update and \$63,398.00</b>	
		<b>Design of the Parking Garage Egress Signal</b>	

<b>Various PVD</b>	<b>Intermodal</b>	<b>Numerous small COR's for Various Sub-Contractors</b>	<b>\$73,027.00</b>
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## **2. General Aviation Report:**

**Mr. Dillon gave an overview of the operations at the General Aviation airports, noting that overall operations were down 7.6% which could be attributed to current economic conditions. Mr. Dillon reviewed the individual numbers for each airport, noting that the Committee had been presented with a copy of the report. Mr. Dillon also gave a brief report on ongoing projects at the airports. Mr. Pillsbury commented**

on the landing fees charged at the General Aviation airports and how they compared with other airports nationwide. There was brief discussion on this issue and the impact on general aviation operations.

### **3. Discussion Item:**

#### **(a) Presentation on the North Central Airport Master Plan.**

Mr. Vince Scarano gave an overview of the North Central Airport Master Plan. Mr. Scarano's presentation focused on the history of the project, planning objectives, airport forecasts, facility assessments, and overall recommendations. There was also brief discussion of the implementation plan.

### **4. Action Items:**

#### **(a) Consideration of and Action Upon Approval of a Professional Services Agreement to Provide an Environmental Assessment of the Short Range Development Recommendations From the Airport Master Plan Update for North Central Airport.**

Mr. Dillon gave an overview of the agreement. The recommendation is that the Committee authorizes the President and CEO, or his designee, to negotiate and execute a Professional Services Agreement with The Louis Berger Group to provide an Environmental

**Assessment of the short range development recommendations at North Central Airport, subject to Board approval.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) issued a Request for Proposals (RFP) for an Environmental Assessment of the short range development recommendations from the Airport Master Plan Update for North Central Airport; and**

**WHEREAS, RIAC received five proposals on January 12, 2010 in response to this RFP; and**

**WHEREAS, a Selection Committee comprised of Ann Clarke, Senior Vice President of Planning, Engineering and Environmental; Vince Scarano, Airport Planner; Brenda Pope, Vice President Environmental Affairs and Beth Tetreault, Procurement Specialist, was formed to review and evaluate the proposals based on the selection criteria established in the RFP; and**

**WHEREAS, based on these evaluations, the Selection Committee recommends the firm of The Louis Berger Group (LBG) to provide this Planning Assessment; and**

**WHEREAS, RIAC secured Federal Aviation Administration (FAA)**

**grant funds in the current fiscal year; and**

**WHEREAS, this contract will be funded 95% (\$198,148) through the FAA's Airport Improvement Program (AIP) with RIAC's 5% (\$10,429) matching share coming from the General Purpose fund.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee authorizes the President and CEO, or his designee, to negotiate and execute a Professional Services Agreement with The Louis Berger Group to provide an Environmental Assessment of the short range development recommendations at North Central Airport in an amount not to exceed \$208,577, subject to Board approval.**

**The motion was passed unanimously.**

**(b) Consideration of and Action Upon Approval of a Contract Award to Supply and Install Emission Reduction Devices on Rhode Island Airport Corporation Diesel Vehicles.**

**Mr. Dillon gave an overview of the contract. There was brief discussion on how the vehicles would be retrofitted. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a contract with Schuster Corporation to supply and install emission reduction devices in RIAC**

**diesel vehicles.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, RIAC issued an Invitation for Bids (IFB) on November 13, 2009 to supply and install Emission Reduction Devices on RIAC vehicles; and**

**WHEREAS, RIAC received one bid from Schuster Corporation (Schuster) on January 20, 2010 in response to this IFB; and**

**WHEREAS, RIAC staff reviewed the bid and determined that it was compliant with the specifications and responsive to the terms and conditions; and**

**WHEREAS, it is recommended that Schuster be awarded the contract to supply and install the devices associated with this project; and**

**WHEREAS, RIAC is working with the Rhode Island Department of Environmental Management (RIDEM) to obtain grant funds through the United States Environmental Protection Agency (EPA) in the current fiscal year; and**

**WHEREAS, this Contract will be funded 100% upon receipt of an EPA grant.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee authorizes the President and CEO, or his designee, to execute a \$123,102 contract with Schuster Corporation to supply and install emission reduction devices in RIAC diesel vehicles with the ability to increase the contract to \$182,000, the amount of available federal grant funds, if it is determined that there are additional eligible vehicles, subject to Board approval.**

**The motion was passed unanimously.**

**(c) Consideration of and Action Upon Approval of a Professional Services Agreement and Task Order for the Deicer Management System at T. F. Green Airport.**

**Mr. Dillon gave an overview of the agreement. There was discussion of current treatment methods. The recommendation is that the Committee authorize the President and CEO, or his designee, to (1) execute a Professional Services Agreement with Gresham Smith & Partners to provide Conceptual Design, Engineering Design, and Construction Management Services for the Deicer Management System at T. F. Green Airport and (2) execute a Task Order for Conceptual Design Services, subject to Board approval.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Forte to**

**approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) issued a Request for Proposals (RFP) to provide Professional Design and Construction Management Services for the Deicer Management System at T. F. Green Airport; and**

**WHEREAS, RIAC received four proposals on January 19, 2010 in response to this RFP; and**

**WHEREAS, a Selection Committee comprised of Ann Clarke, Senior Vice President of Planning, Engineering and Environmental; Eric Seabury, Project Engineer; Brenda Pope, Vice President Environmental Systems; Ahmed Shihadeh, Manager of Engineering, and Beth Tetreault, Procurement Specialist, was formed to review and evaluate the proposals based on the selection criteria established in the RFP; and**

**WHEREAS, based on these evaluations, the Selection Committee requested interviews with the firms Gresham Smith and Partners (GS&P) and Clough Harbour & Associates; and**

**WHEREAS, based on the review of the proposals and interviews, the Selection Committee chose GS&P as the most qualified firm to perform these services; and**



**WHEREAS, the Fiscal Year 2010 Capital Improvement Program includes approximately \$1.9 million for Planning and Preliminary Design Services related to this project; and**

**WHEREAS, RIAC staff has negotiated a scope and fee with GS&P to provide conceptual design services in the amount of \$446,396; and**

**WHEREAS, RIAC will upfront the cost of the Conceptual Design Services with General Purpose Funds and seek 75% reimbursement from the Federal Aviation Administration (FAA) during the Federal Fiscal Year (FFY) 2011 Airport Improvement Program grant process; and**

**WHEREAS, RIAC's 25% matching share and any amounts not funded by the FAA will be reimbursed by Passenger Facility Charges or Airline Rates and Charges.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee authorizes the President and CEO, or his designee, to (1) execute a Professional Services Agreement with Gresham Smith & Partners to provide Conceptual Design, Engineering Design and Construction Management Services for the Deicer Management System at T. F. Green Airport and (2) execute a Task Order for conceptual planning design services in the amount of \$446,396, subject to Board approval.**

**The motion was passed unanimously.**

**(d) Consideration of and Action Upon Approval of a Consultant Task Order for the 2020 No-Build Voluntary Land Acquisition Program Noise Exposure Map at T. F. Green Airport.**

**Mr. Dillon gave an overview of the Task Order. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Task Order with Vanasse Hangen Brustlin, Inc., to prepare a Noise Exposure Map for the 2020 No-Build Voluntary Land Acquisition Program at T. F. Green Airport, subject to Board approval.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Forte to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation (RIAC) entered into a Professional Services Agreement (PSA) dated January 1, 2008 with Vanasse Hangen Brustlin, Inc. (VHB) to provide On-Call Planning Services; and**

**WHEREAS, the Federal Aviation Administration (FAA) is requiring RIAC to submit a Noise Exposure Map (NEM) as part of the 2020 No-Build Voluntary Land Acquisition Program (VLAP) at T. F. Green Airport; and**

**WHEREAS, RIAC and the FAA have received a Scope and Fee from VHB in the amount of \$90,000 to prepare the NEM and are currently conducting negotiations; and**

**WHEREAS, RIAC has secured grant funding from the FAA to expedite the purchase of identified properties under the VLAP; and**

**WHEREAS, this program is being phased based on the receipt of grant funds; and**

**WHEREAS, the work to complete the NEM will be included in Phase 3; and**

**WHEREAS, this Task Order will be funded at 80% (\$72,000) through the Federal Aviation Administration's Airport Improvement Program under AIP No. 3-44-0003-92-2009 with RIAC's 20% (\$18,000) matching share coming from Passenger Facility Charges.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee authorizes the President and CEO, or his designee, to execute a Task Order with Vanasse Hangen Brustlin, Inc. to prepare the Noise Exposure Map for T. F. Green Airport as required for the 2020 No-Build Voluntary Land Acquisition Program Project at T. F. Green Airport in an amount not to exceed \$90,000, subject to**

**Board approval.**

**The motion was passed unanimously.**

**5. Future Meetings:**

**The next meeting is scheduled for Wednesday, May 19, 2010, at 3:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.**

**6. Adjournment:**

**Mr. Cianciolo moved to adjourn at approximately 3:40 p.m. Mr. Forte seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**Kathleen C. Hittner, M.D., Chair  
Rhode Island Airport Corporation**

**ATTENDANCE SHEET**

**RHODE ISLAND AIRPORT CORPORATION**

# **OPERATIONS AND CAPITAL COMMITTEE MEETING**

**APRIL 21, 2010**

<b>NAME</b>	<b>AFFILIATION</b>
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<b>Brian Schattle</b>	<b>RIAC</b>
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<b>Ann Clarke</b>	<b>RIAC</b>
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<b>Patti Goldstein</b>	<b>RIAC</b>
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<b>Alan Andrade</b>	<b>RIAC</b>
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<b>Kendra Beaver</b>	<b>RIAC</b>
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<b>Vince Scarano</b>	<b>RIAC</b>
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<b>Kelly Carpenter</b>	<b>Senate Fiscal Office</b>
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<b>Dale Wilde</b>	<b>Hoyle Tanner and Associates</b>
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<b>Val Mendonca</b>	<b>HNTB</b>
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